

**DOUGLASS TOWNSHIP**  
**FINANCIAL STATEMENT**  
**DECEMBER 31, 2021**



**DOUGLASS TOWNSHIP  
TABLE OF CONTENTS  
DECEMBER 31, 2021**

	<u>Page</u>
Independent Auditors' Report	1 – 4
<b>Financial Statement</b>	
Summary of Cash Receipts, Expenditures, and Unencumbered Cash	5
Notes to Financial Statement	6 – 9
<b>Regulatory Required Supplementary Information</b>	
Summary of Expenditures - Actual and Budget	10
Schedule of Cash Receipts and Expenditures - Actual and Budget	
General Fund	11
Road Fund	12
Library Fund	13
FEMA Fund	14



## INDEPENDENT AUDITORS' REPORT

### Board of Trustees Douglass Township

We have audited the accompanying fund summary statement of regulatory basis receipts, expenditures and unencumbered cash balances of **Douglass Township, Kansas**, as of and for the year ended **December 31, 2021**, and the related notes to the financial statement.

### Adverse and Unmodified Opinions

#### *Basis for Adverse Opinion on Accounting Principles Generally Accepted in the United States of America*

In our opinion, because of the significance of the matter discussed in the Basis for Adverse and Unmodified Opinions section of our report, the accompanying financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the **Douglass Township, Kansas**, or changes in financial position and cash flows thereof for the year then ended.

#### *Unmodified Opinion on Regulatory Basis of Accounting*

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of the **Douglass Township, Kansas**, as of **December 31, 2021**, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide* described in Note 1.

### Basis for Adverse and Unmodified Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statement section of the report. We are required to be independent of the **Douglass Township, Kansas**, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

**Board of Trustees  
Douglass Township**

*Matter Giving Rise to Adverse Opinion on Accounting Principles Generally Accepted in the United State of America*

As discussed in Note 1 of the financial statement, the financial statement is prepared by the **Douglass Township, Kansas**, on the basis of the financial reporting provisions of the *Kansas Municipal Audit and Accounting Guide*, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

**Responsibilities of Management for the Financial Statement**

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the *Kansas Municipal Audit and Accounting Guide* as described in Note 1; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

In preparing the financial statement, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the **Douglass Township, Kansas**' ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

**Auditors' Responsibilities for the Audit of the Financial Statement**

Our objectives are to obtain reasonable assurance about whether the financial statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statement.

In performing an audit in accordance with auditing standards generally accepted in the United States of America, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

## **Board of Trustees Douglass Township**

- Identify and assess the risks of material misstatement of the financial statement, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statement.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the **Douglass Township, Kansas'** internal control. According, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statement.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt the **Douglass Township, Kansas'** ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget, and individual fund schedules of regulatory basis receipts and expenditures-actual (Regulatory-Required Supplementary Information as listed in the table of contents) are presented for purposes of additional analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the *Kansas Municipal Audit and Accounting Guide*. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated in all material respects in relation to the financial statement as a whole, on the basis of accounting described in Note 1.

We also previously audited, in accordance with auditing standards generally accepted in the United State of America, the basis financial statement of the **Douglass Township, Kansas**, as of and for the year ended December 31, 2020, and have issued our report thereon dated December 8, 2021, which contained an unmodified opinion on the basic financial statement.

**Board of Trustees  
Douglass Township**

The 2020 basic financial statement and our accompanying report are not presented herein, but are available in electronic form from the web site of the Kansas Department of Administration at the following link: <https://admin.ks.gov/offices/oar/municipal-services>. The 2020 actual column (2020 comparative information) presented in the individual fund schedules of regulatory basis receipts and expenditures-actual and budget for the year ended December 31, 2020 (as listed in the table of contents) is presented for purposes of additional analysis and is not a required part of the basic financial statement. Such 2020 comparative information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the 2020 basic financial statement. The 2020 comparative information was subjected to the auditing procedures applied in the audit of the 2020 basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the 2020 basic financial statement or to the 2020 basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the 2020 comparative information is fairly stated in all material respects in relation to the basic financial statement as a whole for the year ended December 31, 2020, on the basis of accounting described in Note 1.

***BFR CPA, LLC***

BFR CPA, LLC  
January 6, 2023

**DOUGLASS TOWNSHIP  
SUMMARY OF CASH RECEIPTS, EXPENDITURES,  
AND UNENCUMBERED CASH  
REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2021**

Fund	Beginning Unencumbered Cash Balance	Prior Year Canceled Encumbrances	Cash Receipts	Expenditures	Ending Unencumbered Cash Balance	Add Encumbrances and Accounts Payable	Ending Cash Balance
General Fund	\$ 86,354	\$ 0	\$ 179,512	\$ 185,460	\$ 80,406	\$ 0	\$ 80,406
Special Purpose Funds							
Road	0	0	146,201	133,114	13,087	0	13,087
Library	0	0	9,076	9,076	0	0	0
FEMA	0	0	229,600	34,124	195,476	0	195,476
	<u>\$ 86,354</u>	<u>\$ 0</u>	<u>\$ 564,389</u>	<u>\$ 361,774</u>	<u>\$ 288,969</u>	<u>\$ 0</u>	<u>\$ 288,969</u>

Composition of Cash:                      Checking                      \$ 288,969

The notes to the financial statement are an integral part of this statement.

**DOUGLASS TOWNSHIP  
NOTES TO FINANCIAL STATEMENT  
DECEMBER 31, 2021**

**Note 1 - Summary of Significant Accounting Policies:**

Financial Reporting Entity

Douglass Township is a municipal corporation governed by an elected three-member Board of Trustees. The regulatory financial statement presents all funds over which the Board of Trustees exercises financial responsibility. Financial responsibility includes appointment of governing body members, designation of management, the ability to significantly influence operations and accountability for fiscal matters.

Basis of Presentation – Fund Accounting

The accounts of the Township are organized on the basis of funds, each of which is considered a separate accounting entity. The Township has created several types of funds and a number of discrete funds within each fund type. Each fund is accounted for by a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, receipts, and expenditures. The individual funds account for the governmental resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions.

**KMAAG Regulatory Basis of Presentation Fund Definitions:**

**Governmental Funds**

General Fund-the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

Special Purpose Funds-used to account for the proceeds of specific tax levies and other specific regulatory receipt sources (other than major Capital Project and tax levies for long-term debt) that are intended for specified purposes.

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America.

The KMAAG regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The Township has approved a resolution that is in compliance with K.S.A. 75-1120a(c), waiving the requirement for application of accounting principles generally accepted in the United States of America and allowing the municipality to use the regulatory basis of accounting.



**DOUGLASS TOWNSHIP  
NOTES TO FINANCIAL STATEMENT  
DECEMBER 31, 2021**

**Budget and Tax Cycle**

Kansas statutes require that an annual operating budget be legally adopted for the general fund, special purpose funds (unless specifically exempted by statute), bond and interest funds and business funds. Although directory rather than mandatory, the statutes provide for the following sequence and timetable in the adoption of the legal annual operating budget:

1. Preparation of the budget for the succeeding calendar year on or before August 1st.
2. Publication in local newspaper of the proposed budget and notice of public hearing on the budget on or before August 5th.
3. Public hearing on or before August 15th, but at least ten days after publication of notice of hearing.
4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in regulatory receipts other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. There were no budget amendments for the year ended December 31, 2021.

The statutes permit transferring budgeted amounts between line items within an individual fund. However, such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

All legal annual operating budgets are prepared using the regulatory basis of accounting, in which regulatory receipts are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for the prior year's accounts payable and encumbrances. Encumbrances are commitments by the Township for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year end.

Spending in funds which are not subject to the legal annual operating budget requirement is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the governing body.

**Note 2 - Postemployment Benefits:**

The Township did not provide any significant postemployment benefits for former employees at December 31, 2021.

**DOUGLASS TOWNSHIP  
NOTES TO FINANCIAL STATEMENT  
DECEMBER 31, 2021**

**Note 3 - Deposits:**

K.S.A. 9-1401 establishes the depositories which may be used by the Township. The statute requires banks eligible to hold the Township's funds have a main or branch bank in the county in which the Township is located or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the banks to pledge securities for deposits in excess of FDIC coverage. The Township has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the Township's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Township has no investment policy that would further limit its investment choices.

*Concentration of credit risk.* State statutes place no limit on the amount the Township may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405.

*Custodial credit risk – deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may be returned to it. State statutes require the Township's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas City, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. All deposits were legally secured at December 31, 2021.

At December 31, 2021, the Township's carrying amount of deposits was \$288,969 and the bank balance was \$333,556. The bank balance is held in one bank resulting in a concentration of credit risk. Of the bank balance, \$250,000 was covered by federal depository insurance, and \$83,556 was collateralized with securities held by the pledging financial institution's agents in the Township's name.

**Note 4 - Contingencies:**

Grant Programs

The Township participates in various federal and state grant programs. These grant programs are often subject to additional audits by agents of the granting agency, the purpose of which is to ensure compliance with the specific conditions of the grant. Any liability for reimbursement which may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township carries commercial insurance for all risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**DOUGLASS TOWNSHIP  
NOTES TO FINANCIAL STATEMENT  
DECEMBER 31, 2021**

**Note 5 - Reimbursed Expenditures:**

The Township records reimbursable expenditures in the fund that makes the disbursement and records reimbursements as a receipt to the fund that receives the reimbursement. For purposes of budgetary comparisons, the expenditures are properly offset by the reimbursements under the KMAAG regulatory basis of accounting.

**Note 6 - Compensated Absences:**

All permanent full-time employees are eligible for vacation and/or sick leave benefits in varying annual amounts depending on position and length of service.

It is the policy of the Township to record vacation and sick leave benefits as expenditures when paid.

**Note 7 - Subsequent Events:**

The Township has evaluated subsequent events through January 6, 2023, the date which the financial statement was available to be issued.

**REGULATORY REQUIRED  
SUPPLEMENTARY INFORMATION**

**DOUGLASS TOWNSHIP**  
**SUMMARY OF EXPENDITURES - ACTUAL AND BUDGET**  
**REGULATORY BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

Fund	Certified Budget	Adjustment for Qualifying Budget Credits	Total Budget for Comparison	Expenditures Chargeable to Current Year	Variance - Over (Under)
General Fund	\$ 202,834	\$ 0	\$ 202,834	\$ 185,460	\$ (17,374)
Special Purpose Funds					
Road	150,055	0	150,055	133,114	(16,941)
Library	10,000	0	10,000	9,076	(924)
FEMA	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	34,124	XXXXXXXXXX
	<u>\$ 362,889</u>	<u>\$ 0</u>	<u>\$ 362,889</u>	<u>\$ 327,650</u>	<u>\$ (35,239)</u>

**DOUGLASS TOWNSHIP**  
**SCHEDULE OF CASH RECEIPTS AND EXPENDITURES -**  
**ACTUAL AND BUDGET**  
**REGULATORY BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**  
**(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)**

General Fund	Current Year			Variance - Favorable Over (Under)
	Prior Year			
	Actual	Actual	Budget	
Cash Receipts				
Ad valorem tax	\$ 128,631	\$ 114,384	\$ 119,667	\$ (5,283)
Delinquent tax	4,159	3,363	0	3,363
Motor vehicle tax	10,103	17,981	17,377	604
Recreational Vehicle Tax	0	0	352	(352)
16/20 M Vehicle	126	282	325	(43)
Other Income	9,789	43,429	0	43,429
Interest Earned	400	73	0	73
	<u>153,208</u>	<u>179,512</u>	<u>\$ 137,721</u>	<u>\$ 41,791</u>
Expenditures				
Building	16,467	16,635	\$ 6,000	\$ 10,635
Officers Pay	0	0	19,500	(19,500)
Contract Labor, Road Materials, Fuel	56,217	60,455	108,078	(47,623)
Salaries & Wages	22,200	24,705	3,000	21,705
Supplies	6,785	3,975	33,756	(29,781)
Utilities & Rent	6,426	7,919	2,200	5,719
Insurance	0	0	25,000	(25,000)
Professional Fees	0	0	5,300	(5,300)
Equipment Purchases	44,538	0	0	0
Other	59,544	71,771	0	71,771
	<u>212,177</u>	<u>185,460</u>	<u>\$ 202,834</u>	<u>\$ (17,374)</u>
Receipts Over (Under) Expenditures	(58,969)	(5,948)		
Unencumbered Cash, Beginning	145,323	86,354		
Prior Year Canceled Encumbrances	<u>0</u>	<u>0</u>		
Unencumbered Cash, Ending	\$ 86,354	\$ 80,406		

**DOUGLASS TOWNSHIP**  
**SCHEDULE OF CASH RECEIPTS AND EXPENDITURES -**  
**ACTUAL AND BUDGET**  
**REGULATORY BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**  
**(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)**

<u>Road Fund</u>	<u>Current Year</u>			Variance - Favorable Over (Under)
	Prior Year Actual	Actual	Budget	
Cash Receipts				
Ad valorem tax	\$ 86,948	\$ 128,820	\$ 132,046	\$ (3,226)
Delinquent tax	2,167	1,543	0	1,543
Motor vehicle tax	10,546	9,768	10,202	(434)
16/20 M Vehicle	643	457	368	89
County highway tax	4,869	5,613	4,807	806
Other Income	14,714	0	520	(520)
	<u>119,887</u>	<u>146,201</u>	<u>\$ 147,943</u>	<u>\$ (1,742)</u>
Expenditures				
Salaries & Wages	0	0	\$ 72,598	\$ (72,598)
Payroll Expense	23,604	23,107	0	23,107
Repairs/Maintenance	24,563	5,237	18,000	(12,763)
Maintenance Facility	0	0	8,867	(8,867)
Road materials	127,257	94,265	25,228	69,037
Fuel	7,801	10,505	25,362	(14,857)
Other	2,151	0	0	0
	<u>185,376</u>	<u>133,114</u>	<u>\$ 150,055</u>	<u>\$ (16,941)</u>
Receipts Over (Under) Expenditures	(65,489)	13,087		
Unencumbered Cash, Beginning	65,489	0		
Prior Year Canceled Encumbrances	<u>0</u>	<u>0</u>		
Unencumbered Cash, Ending	<u>\$ 0</u>	<u>\$ 13,087</u>		

**DOUGLASS TOWNSHIP**  
**SCHEDULE OF CASH RECEIPTS AND EXPENDITURES -**  
**ACTUAL AND BUDGET**  
**REGULATORY BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**  
**(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)**

<u>Library Fund</u>	<u>Current Year</u>			Variance - Favorable Over (Under)
	Prior Year Actual	Actual	Budget	
Cash Receipts				
Ad valorem tax	\$ 5,271	\$ 8,336	\$ 8,549	\$ (213)
Delinquent tax	171	104	0	104
Motor vehicle tax	910	597	1,369	(772)
16/20 M Vehicle	40	39	26	13
Other	0	0	55	(55)
	<u>6,392</u>	<u>9,076</u>	<u>\$ 9,999</u>	<u>\$ (923)</u>
Expenditures				
Douglass Public Library	<u>8,975</u>	<u>9,076</u>	<u>\$ 10,000</u>	<u>\$ (924)</u>
	<u>8,975</u>	<u>9,076</u>	<u>\$ 10,000</u>	<u>\$ (924)</u>
Receipts Over (Under) Expenditures	(2,583)	0		
Unencumbered Cash, Beginning	2,583	0		
Prior Year Canceled Encumbrances	<u>0</u>	<u>0</u>		
Unencumbered Cash, Ending	<u>\$ 0</u>	<u>\$ 0</u>		



**DOUGLASS TOWNSHIP**  
**SCHEDULE OF CASH RECEIPTS AND EXPENDITURES -**  
**ACTUAL AND BUDGET**  
**REGULATORY BASIS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**  
**(With Comparative Actual Totals for the Prior Year Ended December 31, 2020)**

<u>FEMA Fund</u>	Prior Year Actual	Current Year Actual
Cash Receipts		
Other	\$ 0	\$ 229,600
	<u>0</u>	<u>229,600</u>
Expenditures		
Other	0	34,124
	<u>0</u>	<u>34,124</u>
Receipts Over (Under) Expenditures	0	195,476
Unencumbered Cash, Beginning	0	0
Prior Year Canceled Encumbrances	<u>0</u>	<u>0</u>
Unencumbered Cash, Ending	<u>\$ 0</u>	<u>\$ 195,476</u>